

**SENIOR LIBRARY SERVICES DIRECTOR
(ADULT)
846**

DEPARTMENT: Williamsburg Regional Library/Adult Services

NATURE OF WORK:

Under the supervision of the Library Director, the Senior Library Services Director (Adult Services) is responsible for the library's adult reference and the reader's advisory services. Also oversees the selection, maintenance and development of the library's adult materials collection.

ESSENTIAL FUNCTIONS OF THE JOB:

Oversees and coordinates the selection, maintenance, updating, weeding of adult collection materials in all formats; monitors the adult materials budget; handles questions concerning the adult materials collection.

Provides public services from library adult information desks.

Responsible for the hiring, training, supervision, and evaluation of the Adult Services Department staff.

Prepares annual budget requests; prepares grants for Friends and other outside funding sources; and, when appropriate, solicits funding from businesses and organizations in the community.

Serves on library committees.

Participates, as appropriate, in local, state, and national library associations.

Prepares monthly and other special reports including statistical information; collects and reports pertinent statistical and other data; evaluates the programs and services for adults offered by the library.

Participates in the planning and evaluation of library programs and services through the management ensemble team and other committees; improves the quality of library services through individual and general staff development.

Coordinates the activities of volunteers.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED

The job is located in both library buildings. Administers work typically sitting in an office, or standing behind a public service desk, with occasional walking, light lifting and other limited physical activities; operation of office equipment, including computer and audio-visual is required. Regular contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, practices, and techniques of modern library service to adults.

Comprehensive knowledge of adult literature.

Excellent written and oral communication skills, including the ability to work effectively with other library personnel and the general public.

Ability to organize, delegate, and evaluate tasks for a department.

Experience in, and commitment to, public service.

MINIMUM QUALIFICATIONS:

Master of Library Science degree from ALA-accredited library school. Minimum of two years public library experience. Some supervisory experience.

NECESSARY SPECIAL QUALIFICATION:

Requires the ability to travel to various library sites.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Senior Library Services Director
Department Williamsburg Regional Library

Position Number 846
Division Adult Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☐ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength**: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓				✓	
Push/Pull					✓			✓	
Hold/Carry				✓			✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing**: To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☐ Not essential to job function

Stairways

- ☒ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☐ Other _____
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run**:

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☒ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☒ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			